BHARATHIDASAN UNIVERSITY

TIRUCHIRAPPALLI620 024

TAMIL NADU, INDIA

Programme: MSW

Course Title :Social Work Research and Social Statistics

Course Code :CC 7

UNIT IV

Methods of Data Collection

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Unit – IV

- **Methods of Data Collection:** Methods- observation: meaning and types, survey method-personal interview and mailed questionnaire, advantages and disadvantages, code book, interview guide, pilot study and pre-test, collection of data. **Data processing**: editing, transcription, classification- types, **Data presentation**: tabulation-aims, , types and principles of a table, diagrams and graph. Analysis of data: types; Data interpretation: techniques, precautions, **Report writing**: steps, type, footnoting and referencing, bibliography versus reference list and publication of research findings. **Agencies and Proposal writing**: Agencies involved in funding social research, preparation of a research project proposal including budget and relevance to the society, and Research Ethics.

DATA

The word data is a pleural form of the word datum which means information that is systematically collected in the course of the study.

Data are observable and measurable facts that provide information about the phenomenon under study.

Data collection is the process by which the researcher collects the information needed to answer the research problem.

SELECTION OF METHOD OF DATA COLLECTION

❖The nature of phenomenon under study	❖ Distribution of target population
❖Type of research subjects	❖ Time frame of the study
❖The type of research study	❖ Literacy levels of the study
❖Purpose of research study	❖ Availability of resources and manpower
❖Size of study samples	❖ Researcher knowledge level & competence

METHOD & TOOLS OF DATA COLLECTION

- **METHOD OF DATA COLLECTION-**

  The various steps or strategies used for gathering and analysing data in research investigations are known as the method of data collection.

TECHNIQUE OF DATA COLLECTION-

The means of gathering data with the use of specific tools that are used in given methods are known as techniques of data collection

TOOLS FOR DATA COLLECTION-

a research instruments is a device used to measure the concept of interest in a research projects that a researcher uses to collect data.

S.NO.	TYPES OF METHODS/ TECHNIQUES	TOOLS FOR DATA COLLECTION
1.	Interview	➢ Interview Schedule ➢ Opinionnaire
2.	Questioning	➢ Questionnaire ➢ Opinionaire ➢ Attitude Scale/ Composite Scales (Likert Scale/ Semantic Differential Scale) ➢ Visual Analogue Scale
3.	Observation	➢ Rating Scales ➢ Checklists ➢ Anecdotes ➢ Videotapes/ Films ➢ Closed Circuit TV
4.	Biophysiological Methods	➢ In Vivo Biophysiological Methods ➢ In Vitro Biophysiological Methods
5.	Other Methods	➢ Projective Techniques ➢ Q-Sorts ➢ Vignettes

INTERVIEW METHOD

DEFINITION

1) Interview method is a method of data collection in which one person (interviewer) asks the questions from another person (respondent) which is conducted either face to face or telephonically.

2) An interview is a conversation between two or more people (interviewer & interviewee) where questions are asked by interviewer to obtain information from the interviewee.

CHARACTERSTICS OF INTERVIEW

- The participants, the interviewer and respondents are strangers.
- The relationship between the participants is a transitory one.
- Interview is a mode of obtaining verbal answers to question put verbally.
- Investigators records information's.
- Interviews can be conducted over telephone also.
- It is not always limited to a single respondents.
- It is not a standarized process. It can be modified according to the situation.

BENEFITS OF INTERVIEW

- ❖ Provide in depth and detailed information
- ❖ Permits greater depth of response
- ❖ Data form illiterate subjects
- ❖ Higher responses
- ❖ Clarify misunderstandings
- ❖ Ask questions at several levels
- ❖ Helps to gather other supplementary information
- ❖ Use of special devices
- ❖ Flexible and adequate
- ❖ For people who are unable to write their responses interview is imporatant.

Types of interview

- Structured Interview (Directive interview)
- Un-structured Interview (Non directive interview)
- Semi-structured Interview
- In Depth Interview
- Focused Group Interview
- Telephone Interview

Interviewing process

ADVANTAGES OF INTERVIEWS

- It is useful to obtain information about people feelings, perceptions and opinions.
- It allow more detailed questions to be asked.
- High responses rate is achieved
- Respondents own words are recorded.
- Ambiguities can be clarified.
- Meanings of questions can be clarified.

DISADVANTAGES

- It is time consuming and costly.
- High degree chances of interviews bias.

questionnaire METHOD

DEFINITION

- A questionnaire is a structured instruments consisting a series of questions prepared by researcher that a research subject is asked to complete, to gather data form individuals about knowledge, attitude, beliefs & feelings.
- A questionnaire is a structured self report paper and pencil instruments that a research subject is asked to complete.

TYPES OF QUESTIONNAIRE

- **OPEN FORMAT QUESTIONS**

  Open ended questions are those questions which provide opportunity to the respondents to express their opinions and answer in their own way.

Examples-

- Tell me about your relationship with yours friends.
- What happened at the meeting?
- How do get to work?
- Why is it that every time I talk with you, you seem irritated?
- Where do you want to be in five years?

CLOSED FORMAT QUESTIONS-

These questions offers respondents a number of alternative replies, from which the subjects must choose the most likely matches the appropriate answer.

A closed ended questions refers to any questions for which a researcher provide research participants with options from which to choose a responses.

1. **Dichotomous questions**- these require the respondent to make a choice between two responses such as yes/no or male/female.

Example

1. Have you ever been hospitalized?

   a. Yes b. No

2. Please enter you gender:

   a. Male b. Female

2. **Multiple choice question**: these questions require respondents to make a choice between more than two responses alternatives.

Examples

1. What is the basic functional unit of the kidney?

a. Renal cortex b. Nephron

c. Glomerulus d.Renal medulla

2. Who is known as Lady with the lamp?

A. Mother teresa b. Sarojini naidu

c. Florence nightingale d. None of these

3. **Cafeteria questions-** these are a special type of multiple choice questions that ask respondents to select a response that most closely corresponds to their views.

Examples

1. People have different view on family planning which of the following best represent your views?

a. It is necessary to quality life.

b. It is immoral and should be totally banned.

c. It has undesirable side effects that suggests needs for caution.

d. It is immoral and should be practiced.

4. **Rank order questions:** these questions ask respondents to rank their responses from most favourable to least favourable.

Example

1. What according to you is most important for your life. Rank from most favourable to least favourable.

a. Money b. Education c. Family d. Health

5. **Contingency questions**: a questions that is asked further only if the respondent gives a particular responses to previous questions.

Examples

1. Do you have children under 18 at home?

   a. No b. yes, if yes please list ages

2. Did you buy anything in the hotel shop?

   a. Yes (go to Q. 10) b. no (go to Q. 13)

   What did you buy in the shop?

   a. Clothes b. Stationery c. Other d. Toys

6. **Rating questions:** these questions ask respondents to judge something along an order dimensions. Respondents is asked to rate a particular issue on a scale that ranges from poor to good. They may provide a number of choices.

Examples

1. How do you rate the following

	Very Poor	Poor	Ok	Good	Very Good
a)	Service				
b)	Cleanliness				
c)	Parking				
d)	Quality of food				
e)	Choice of food				

7. **Importance questions:** in this respondents are asked to rate the importance of a particular issue, on a rating scale of 1-5. this helps to know that the things/ issues that are important to a respondent.

Examples-

1. Exercising every day is ……for the health.

1	2	3	4	5
Extremely important	Very important	Somewhat important	Not very important	Not at all important

8. **Likert questions:** it help to know how strongly the respondents agrees with a particular statement. These question help to assess how respondents feels towards a certain issues/ services.

1. Person with multiple sex partners is at high risk of AIDS?

1	2	3	4	5
Strongly agree	Agree	Uncertain	Disagree	Strongly disagree

9. Bipolar questions- are questions that have two extreme answers. Respondent has to mark his or her response between two opposite ends of the scale.

Examples

What is your balance of preference here?

I like going for walks () () () () I like watching movie

10. Matrix questions: it include multiple questions and identical response categories are assigned . Questions are placed one under another, forming a matrix. Response categories are placed under along the top and a list of questions down the side.

Examples

1. How satisfied or dissatisfied are you with each of the following attributes?

	Very Satisfied	Satisfied	Neutral	Dissatisfied	Very Dissatisfied
• Staff behaviour at the reception					
• Food quality					
• Speed of service					
• Behaviour of the waiter					
• Cost of the food items					

Methods of questionnaire administration

Postal

Phone

Electronic

Personally administered

Method of administration of questionnaire

POSTAL

Lowcost

Not in labour intensive

PHONE

High speed

Rapport with respondent

High respondent rate

ELECTRONIC

low cost, high speed,

not labour intensive

PERSONALLY ADMINISTERED

detailed questions ,

high response rate

Guidelines for designing a good questionnaire

- It must be developed exactly in accordance with study objectives.
- It should begin with the instructions for the respondents to provide the responses.
- The questionnaire should be concise, precise and brief.
- Language should be according to the respondents knowledge about a particular knowledge.

- Avoid professional jargons.
- As far as possible open ended questions should be avoided.
- Avoid questions with difficult concepts.
- Controversial and ambiguous questions should be avoided.
- questions which are likely to lead too bias in the respondents should be avoided.

ADVANTAGES OF QUESTIONNAIRE

- Cost effective.
- Easy to analyze.
- Less time and energy to administer.
- Reduce bias.
- Used for large sample size.

DISADVANTAGES

- Not suitable for all.
- Low response rate.
- It sent by mail may be filled by someone.
- Its provide only superficial information.
- Chances of misinterpretations.
- People can lie and answer the questions vaguely.

OBSERVATION METHOD

DEFINITION

The word observation is derived from Latin word 'observere' which means 'to notice'.

Observation is a technique for collecting data or acquiring information through occurrences that can be observed through senses with or without mechanical devices.

It is a two part process to collect data for study that includes an observer (someone who is observing) and the observed (there is something to observe).

USES OF OBSERVATION METHOD

- To understand an ongoing process or situation.
- To gather data on individual behaviours or interactions between peoples.
- To know about a physical settings.
- Data collection where other methods are not possible.

Types of observation

- Structured Observation
- Un-structured Observation
- Participant Observation
- Non participant Observation

Structured observations

In this methods, researcher prepares a structured or semi-structured tool in advance to observe the phenonmenon under study. This helps researchers to be on track while carrying out an observation as well as analysis of data collected during this method of observation remains easy.

- Check list
- Rating scale
- Category system

UNSTRUCTURED OBSERVATIONS

This method is generally used in qualitative studies, where observation is made with minimally structured . It is used for complete and nonspecific observation of phenomenon, which is very well known by the researcher.

- Log and field notes
- Anecdotes
- Field dairy
- Video recording

NON-PARTICIPANT OBSERVATION

- In this type of observation the observer works as an eavesdropper, where an attempt is made to observe peoples without interacting with them.
- In this techniques the observer is not a participant in the setting but is merely viewing the situations. Peoples are observed without their knowledge that they are being observed.

PARTICIPANT OBSERVATION

Historically, field and ethnographically researches have been associated most strongly with participant observations, where observer may live or work in field and actively participated in ongoing activities for an extended periods.

- Log books
- Fields notes
- Field diary
- Tape
- Video recording

S.NO.	CATEGORIES	OBSERVATION METHOD
1.	NARRATIVE OBSERVATION	➢ Field notes ➢ Anecdotes
2.	Sample Observation	➢ Rating Scales ➢ Checklists ➢ Event sampling ➢ Time sampling
3.	Technology assisted observation	➢ Photographs ➢ CCTV/ Audiotapes/ Videography

ADVANTAGES

- It provides direct, real-time information on ongoing and unfolding behavior, process, situation or event.
- It facilitates access to people and situation where questionnaires and interviews are impossible or inappropriate to use.
- Data collected is accurate and reliable.
- It provides access to people in real life situation.
- It improves precision of research results.
- Researcher gets current information.

DISADVANTAGES

- Hawthrone effect
- Time consuming & expensive
- Does not enhance the clear cut understanding of why people behave as they do.

FIELD NOTES

- Field note is a qualitative notes of an observation made by a researcher in a research setting, which includes descriptive and reflective narrations of the observed behaviour, event, place or person. It may even included sketches, drawing and diagrams.
- Descriptive information is factual data that is being recorded. Includes time and date, physical setting, social environment, descriptions of the subjects being studied and their roles in the setting, and the impact that the observer may have had on the environment.

Understanding Survey Methods

Surveys are a powerful quantitative research method, offering valuable insights into various topics through structured questionnaires, interviews, and analysis. This presentation delves into the fundamental aspects of surveys, exploring their applications, different types, phases, and advantages, along with limitations.

Survey Methodologies

By Purpose

- Descriptive Surveys: Capture the current state of affairs, attitudes, or behaviors.
- Analytical Surveys: Analyze variables to understand relationships and underlying factors.

By Data Collection Method

- Personal Interviews: Direct interaction, structured or unstructured.
- Self-Administered Questionnaires: Allows for thoughtful responses but may have lower response rates.
- Mail Surveys: Wide reach but slower and may lack respondent identity verification.
- Telephone Surveys: Efficient but costly and limited by phone access.
- Online Surveys: Cost-effective for tech-savvy audiences.
- Group Administration: Combines aspects of mail and personal interviews.

Phases of Survey Research

1

Design & Planning

Define research questions, select survey design, develop sampling strategies, and pilot test instruments.

2

Data Collection

Identify respondents, implement data collection procedures, and ensure quality control.

3

Data Analysis & Reporting

Edit, code, tabulate, and interpret data, creating a comprehensive report.

Advantages and Limitations

Cost-Effectiveness

Efficiently collect data from large, geographically diverse samples.

Flexibility

Multiple data collection modes accommodate various needs and contexts.

Reliability & Validity

Standardized tools enhance the accuracy and consistency of measurements.

Potential Errors

Memory recall and misunderstanding can impact response accuracy.

Bias in Responses

Survey design and interviewer bias can influence responses.

Skill Dependency

Success relies on careful question framing and skilled interviewers.

Code Book

A code book is a document used for recording codes assigned to specific data points or variables during data collection and analysis. It includes:

1. Definitions and descriptions of variables.
2. Possible responses or data values and their corresponding codes.
3. Instructions for data entry and handling. This ensures consistency in data analysis and helps researchers understand how data was structured and interpreted.

Pilot Study

A pilot study is a small-scale preliminary study conducted before the main research. Its purposes include:

1. Testing the feasibility of the research design and methods.
2. Identifying potential problems or weaknesses.
3. Refining the questionnaire or instruments based on feedback.
4. Ensuring that all technical aspects, like sampling, are working as planned.

Key steps include:

- Conducting the pilot with a small, representative sample.

Reviewing and revising the research tools or methods based on results

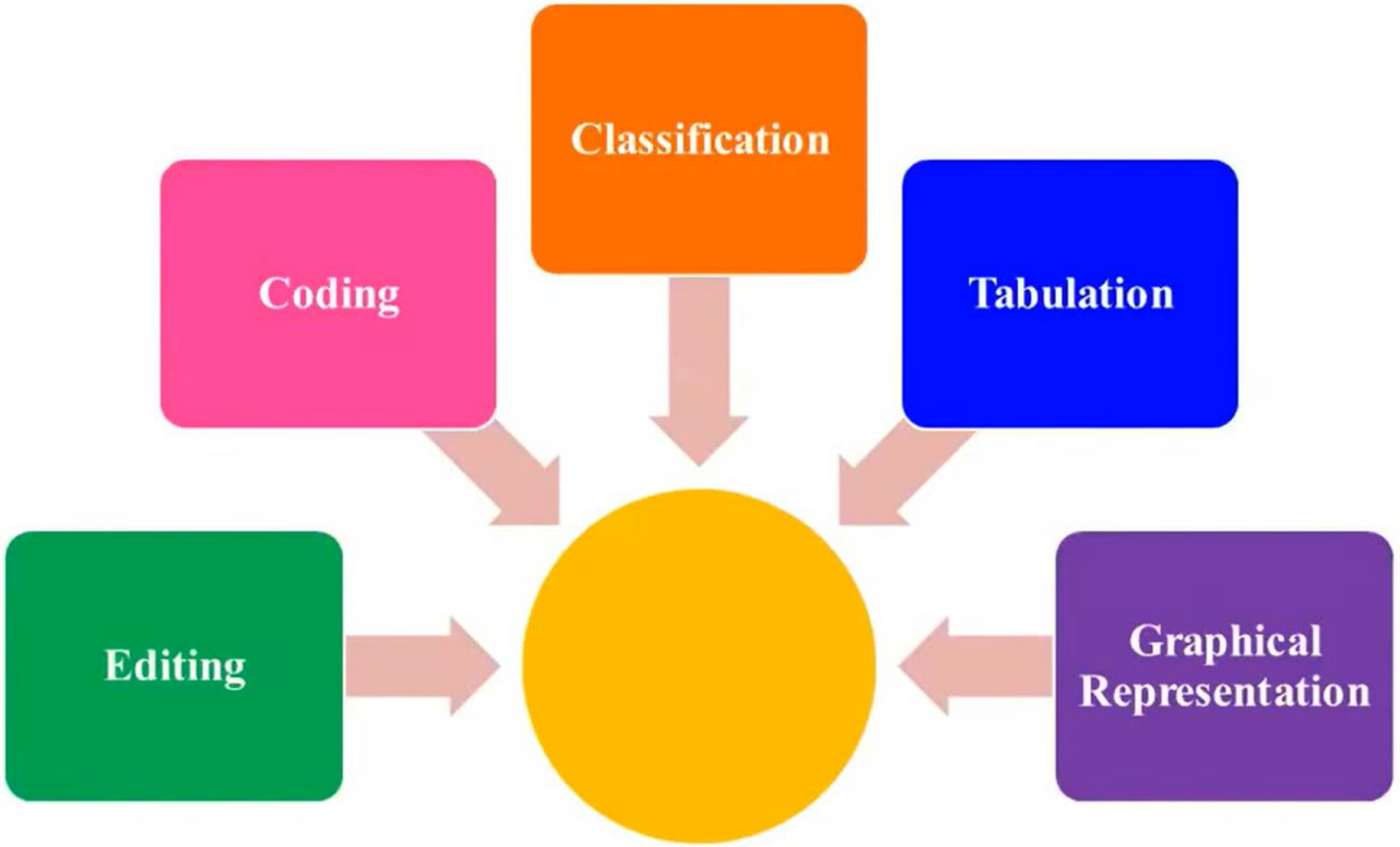
Pre-Test

Pre-testing is part of the pilot study, focusing specifically on testing instruments like questionnaires. The main goals are:

1. Ensuring questions are clear, understandable, and relevant.
2. Detecting issues such as ambiguity or bias in questions.
3. Revising and improving instruments based on the feedback received during the pilot.

Determining whether the sequence and structure of questions are logical and lead to effective data collection

STAGES IN DATA PROCESSING



STAGES IN DATA PROCESSING

EDITING

The first step in data processing is editing of complete schedules/questionnaires.

Editing is a **process of checking to detect and/or correct errors and omissions**.

Editing **consists of scrutinizing the completed research instruments** to **identify and minimize errors**, **incompleteness**, and **gaps in the information** obtained from the respondents.

STAGES IN DATA PROCESSING

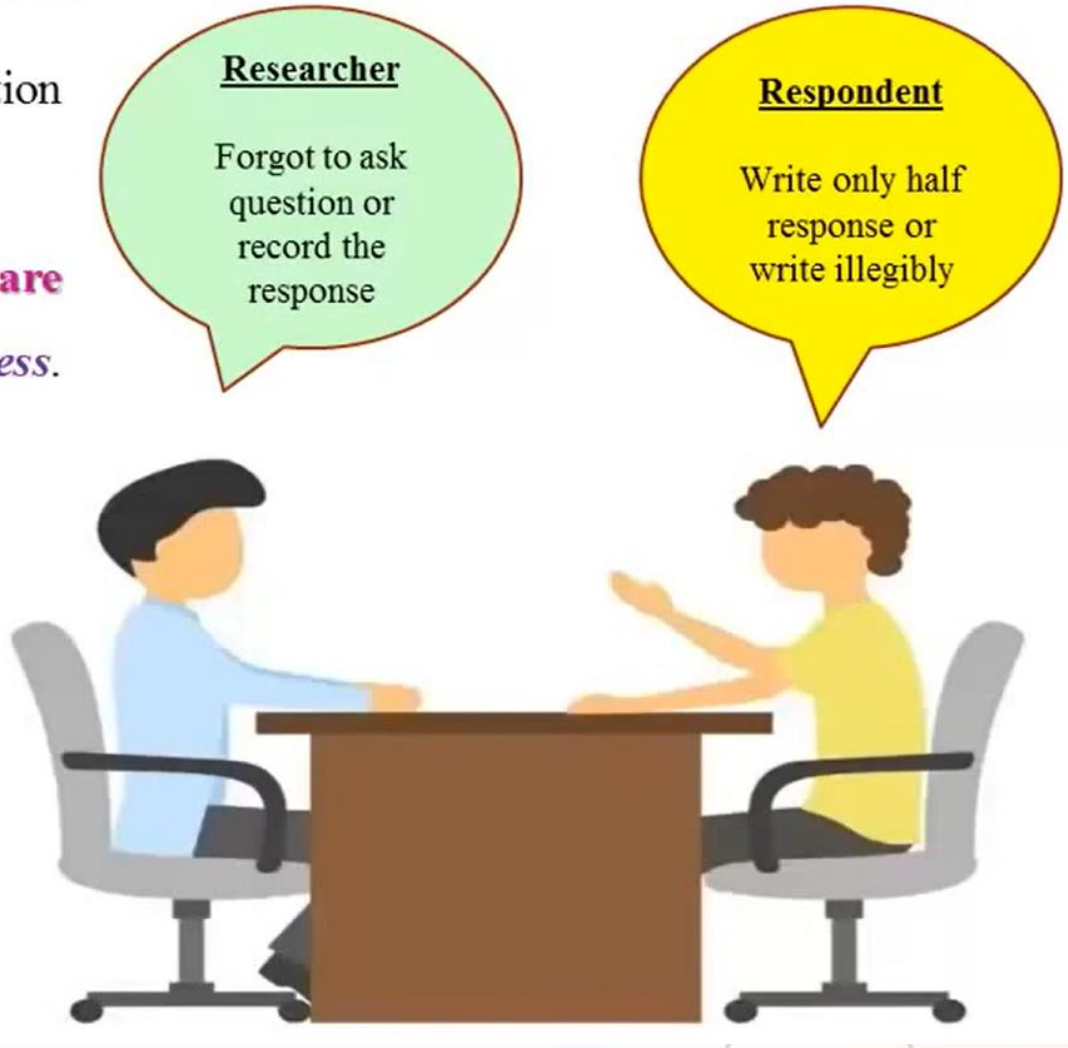
EDITING

Irrespective of the method of data collection, the information collected is called raw data.

The first step in processing our data is to **ensure that the data are "clean"** *that is free from inconsistencies and incompleteness*. **This process of cleaning is called "editing"**.

Editing is required in case of:

- *Researcher / Field staff forgot to ask questions*
- *Researcher / Field staff forgot to record a response*
- *Respondent write only half a response*
- *Respondent Write illegibly*



STAGES IN DATA PROCESSING

EDITING

Example

If in a questionnaire question is asked,

"How much red chilies do you use in a month"

The answer is written as "4 kilos"

Can a family of three members use four kilo chilies in a month? The correct answer could be "0.4 kilo".

Sometimes "don't know" answer is edited as "no response". This is wrong.

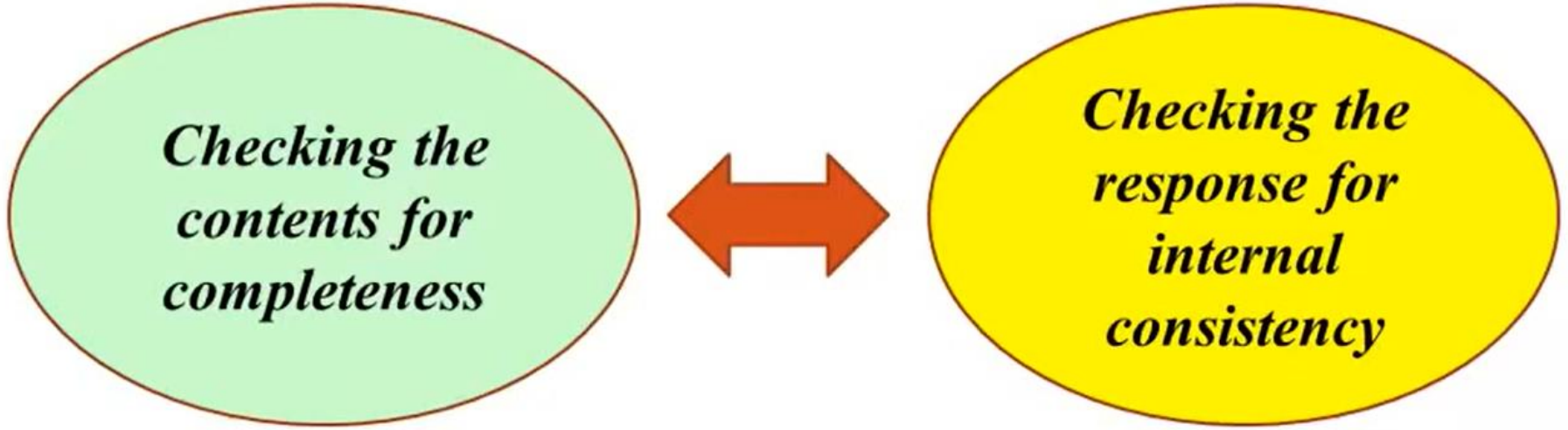
"Don't know" means that the respondent is not sure and is in a double mind about his reaction or considers the questions personal and does not want to answer it. "No response" means that the respondent is not familiar with the situation/object/event/individual about which he is asked.

STAGES IN DATA PROCESSING

EDITING

These problems to a great extent can be reduced simply by:

- ***Checking the contents for completeness***
- ***Checking the response for internal consistency***



STAGES IN DATA PROCESSING

EDITING

Types of Editing

- **Field Editing:** In this type, the *researcher / field staff may go through the questionnaire as soon as it is filled by respondent* to find out whether or not there is a need for completing partial or correcting vague answers.

- **Central Editing:** In this type, *all the questionnaires are brought at the office and one by one it is scrutinized* to check deficiency in it.

STAGES IN DATA PROCESSING

CODING

Coding means **assigning numerals or other symbols to the responses in the questionnaire**.

For each question a coding scheme is designed.

Coding can be done in any number of ways.

Eg. Assigning a **letter**, **number**, **colour** etc.

Team Learning Survey: Code Book

We are trying to learn more about students' experiences with team learning and group projects. There are no right or wrong answers to these questions; we are interested in knowing what *you* think. All responses will be entirely anonymous.

AGE Please give your age to the nearest year: _____

GENDER What is your gender? [1] Male; [2] Female.

YEAR Which best describes your level in school:

[1] Freshman	[2] Sophomore
[3] Junior	[4] Senior
[5] Post-Bac	[6] Graduate Student

ORGWORK Which best describes the way you prefer to organize the work?

[1] Each person work independently on a sub-project
[2] Work together on most tasks
[3] Work in sub-groups

STAGES IN DATA PROCESSING

CODING

The coding scheme, **assigned symbol together with specific coding instruction** ***may be recorded in a book***.

The codebook will identify variables/observation (options of questions) and the code number assigned to them.

If the data are to be transferred in the computer, ***the codebook will also identify the column in which it is entered***.

Question	*Coding*
1. Have you been bullied at school this year?	
a. No (Please go to Question 6)	a = 1
b. Yes (Please continue with Question 2)	b = 2
2. How often are you bullied?	
a. A few times a day	a = 1
b. Once a day	b = 2
c. Once or twice a week	c = 3
d. Once a month	d = 4
3. How much of a problem is bullying for you?	
a. It bothers me so much I don't like to come to school.	a = 1
b. It bothers me a lot but I still come to school.	b = 2
c. It bothers me a little.	c = 3
d. It doesn't bother me.	d = 4

STAGES IN DATA PROCESSING

CODING

Example of how codebooks is prepared and codes are assigned to variables/observations

Questionnaire:

1) **Age**
   - 21-30
   - 31-40
   - 41-50
   - 51-60
   - 60 and above

2) **Marital Status**
   - Married
   - Unmarried

3) **Monthly Income**
   - Less than Rs.10,000/-
   - 10,001/- to 30,000/-
   - 30,001/- to 50,000/-
   - 50,000/- and above

4) **How do you find overall service of hospital?**
   - Extremely satisfactory
   - Satisfactory
   - Somewhat Satisfactory
   - Not Satisfactory

5) **Tick the problems you faced during hospitalization.**
   - Poor services of doctors and nurse
   - Unavailability of Machinery
   - Poor Cleanliness
   - Lots of Documentations
   - Others

Codebook

Question No.	Variable Name	Responses	Code	Column Name
1	Age	• 21-30 • 31-40 • 41-50 • 51-60 • 60 and above	1 2 3 4 5	A to E
2	Marital Status	• Married • Unmarried	1 2	F & G
3	Monthly Income	• Less than Rs.10,000/- • 10,001/- to 30,000/- • 30,001/- to 50,000/- • 50,000/- and above	1 2 3 4	H to K
4	How do you find overall service of hospital?	• Extremely satisfactory • Satisfactory • Somewhat Satisfactory • Not Satisfactory	S1 S2 S3 S4	L to O
5	Tick the problems you faced during hospitalization	• Poor services of doctors and nurse • Unavailability of Machinery • Poor Cleanliness • Lots of Documentations • Others	P1 P2 P3 P4 P5	P to T

STAGES IN DATA PROCESSING

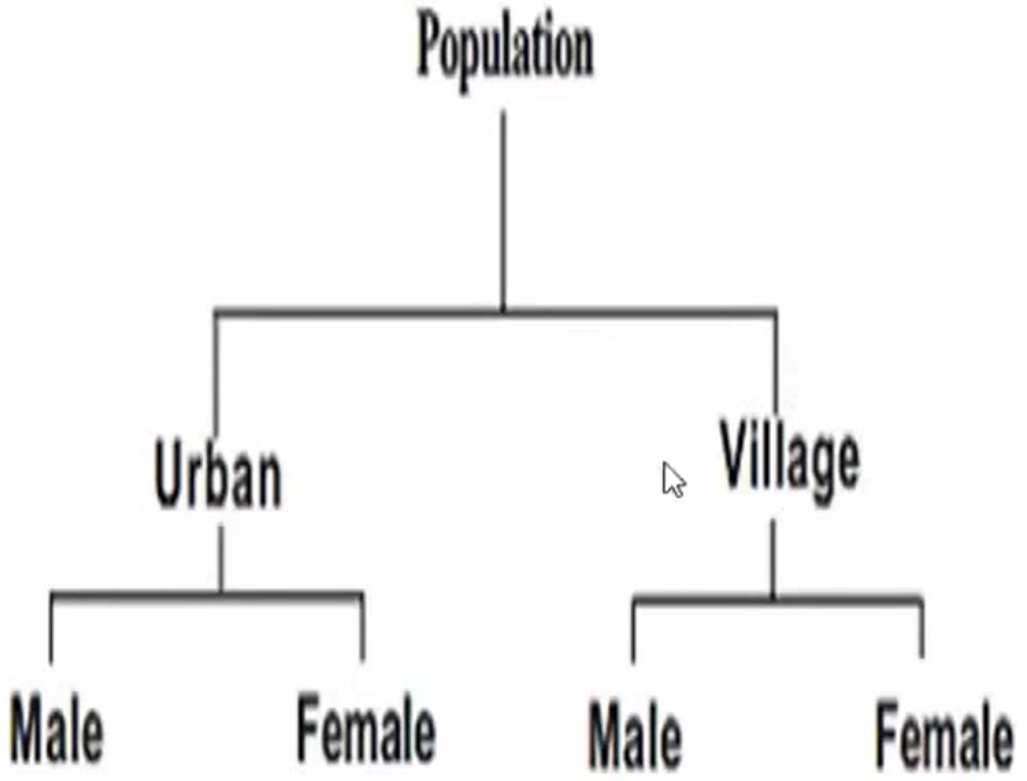
CLASSIFICATION

A process of **arranging data in groups or classes** ***on the basis of common characteristics***.

Raw data cannot be easily understood and ***it is not fit for further analysis and interpretation***.

Classification of data helps users in comparison and analysis.

For example, the Population of town can be grouped according to gender, age, marital status etc.



STAGES IN DATA PROCESSING

CLASSIFICATION

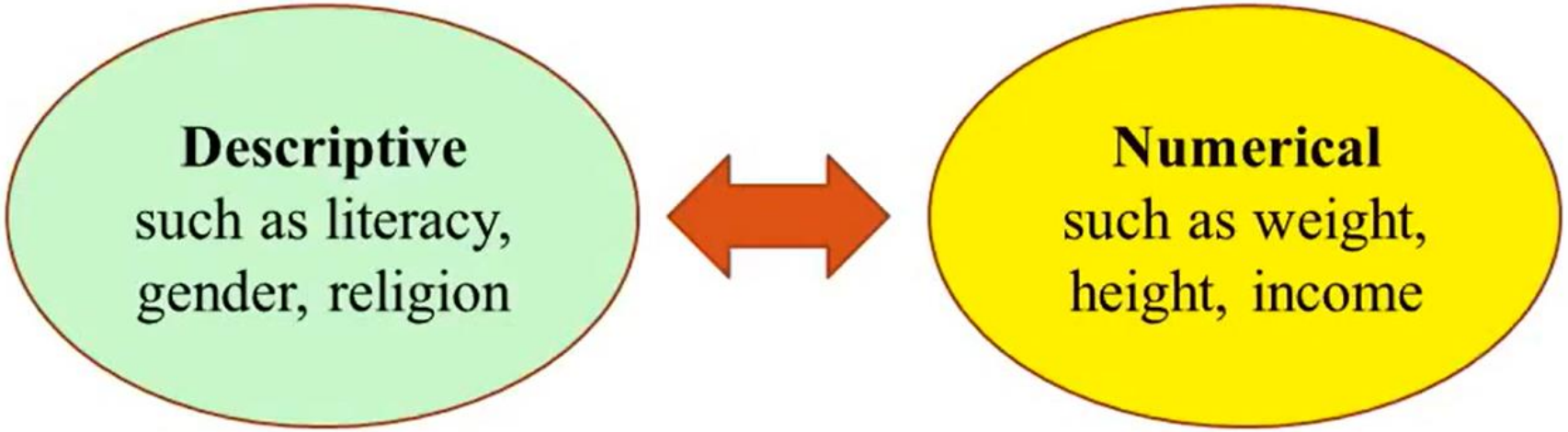
a) Classification according to attributes :

Here data is analysed on the basis of common characteristics which can either be :

Descriptive such as literacy, gender, religion etc.

OR

Numerical such as weight, height, income etc.



STAGES IN DATA PROCESSING

CLASSIFICATION

Such classification can be either:

- **Simple classification:** where we **consider only one attribute**, and divide the universe into two classes—one class consisting of items possessing the given attribute and the other class consisting of items which do not possess the given attribute.

MBA Degree	
YES	NO

- **Manifold classification:** Here we **consider two or more attributes simultaneously**, and divide the data into a number of classes.

MBA Degree				B.Sc. H&HA			
YES		NO		YES		NO	
Male	Female	Male	Female	Male	Female	Male	Female

STAGES IN DATA PROCESSING

CLASSIFICATION

b) Classification according to class - intervals:

It is done with data relating to income, age, weight, tariff, production, etc. Such quantitative data are classified on the basis of class - interval

Eg. persons whose income are within Rs. 2,001/- to Rs. 4,000/- can form one group or class, those with income within Rs. 4,001/- to Rs. 6,000/- can form another group or class and so on.

Table 3. Pocket Money Received by IHM Students

Income Range	Frequency	%
Rs.1001-2000	10	50
Rs.2001-3000	8	40
Rs.3001-4000	2	10
Total	20	100

STAGES IN DATA PROCESSING

TABULATION

Tabulation is the **process of summarizing raw data** and ***displaying the same in compact form for further analysis***.

It is an orderly arrangement of data in columns and rows.

Tabulation is essential because:

- It **conserves space** and **reduces explanatory and descriptive statement to a minimum**.
- It facilitates the process of **comparison**.
- It **provides the basis for various statistical computations**

	Gender		Total
Age	Female	Male	
20's	4	5	9
30's	5	9	14
40's	0	4	4
50's-	2	1	3
Total	11	19	30

STAGES IN DATA PROCESSING

TABULATION

Types of Tabulation

- **Uni-variate Tabulation:** wherein **only one variable is involved** in tabulation

Table 6.3 : Area of Hospital

	Frequency
Kandivali	111
Andheri	99
Worli	80
Mulund	143
Total	433

STAGES IN DATA PROCESSING

TABULATION

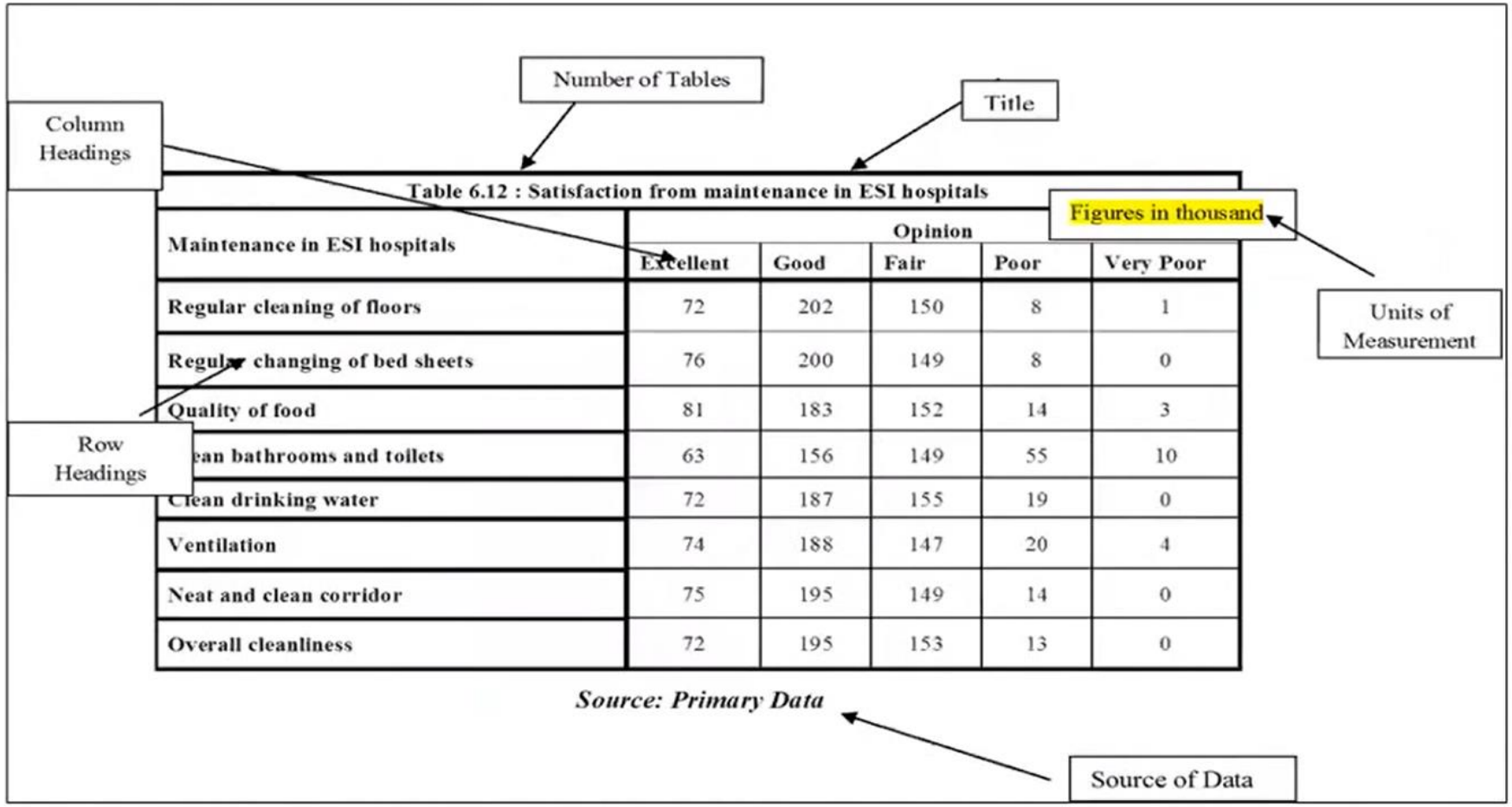
- **Multi-variate table:** **wherein two or more variables are involved** in tabulation

Table 6.12 : Satisfaction from maintenance in ESI hospitals					
Maintenance in ESI hospitals	Opinion				
	Excellent	Good	Fair	Poor	Very Poor
Regular cleaning of floors	72	202	150	8	1
Regular changing of bed sheets	76	200	149	8	0
Quality of food	81	183	152	14	3
Clean bathrooms and toilets	63	156	149	55	10
Clean drinking water	72	187	155	19	0
Ventilation	74	188	147	20	4
Neat and clean corridor	75	195	149	14	0
Overall cleanliness	72	195	153	13	0

STAGES IN DATA PROCESSING

TABULATION

Guidelines / Principles of Tabulation



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Clean drinking water	72	187	155	19	0
Ventilation	74	188	147	20	4
Neat and clean corridor	75	195	149	14	0
Overall cleanliness	72	195	153	13	0

Source: Primary Data

STAGES IN DATA PROCESSING

GRAPHIC PRESENTATION

It is a **visual display of data**.

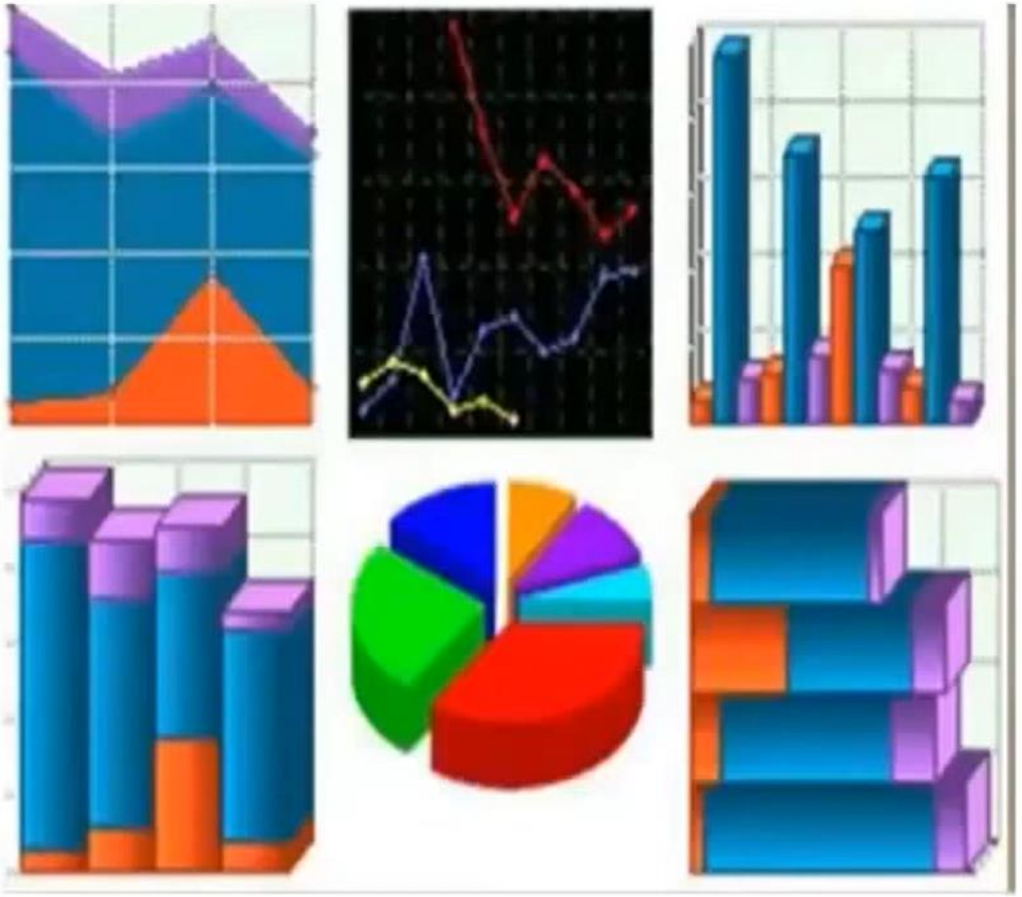
It is an **attractive and easily understandable way of presenting data**.

It ***represents complex data in a simple form***.

Comparative analysis of data is easily possible.

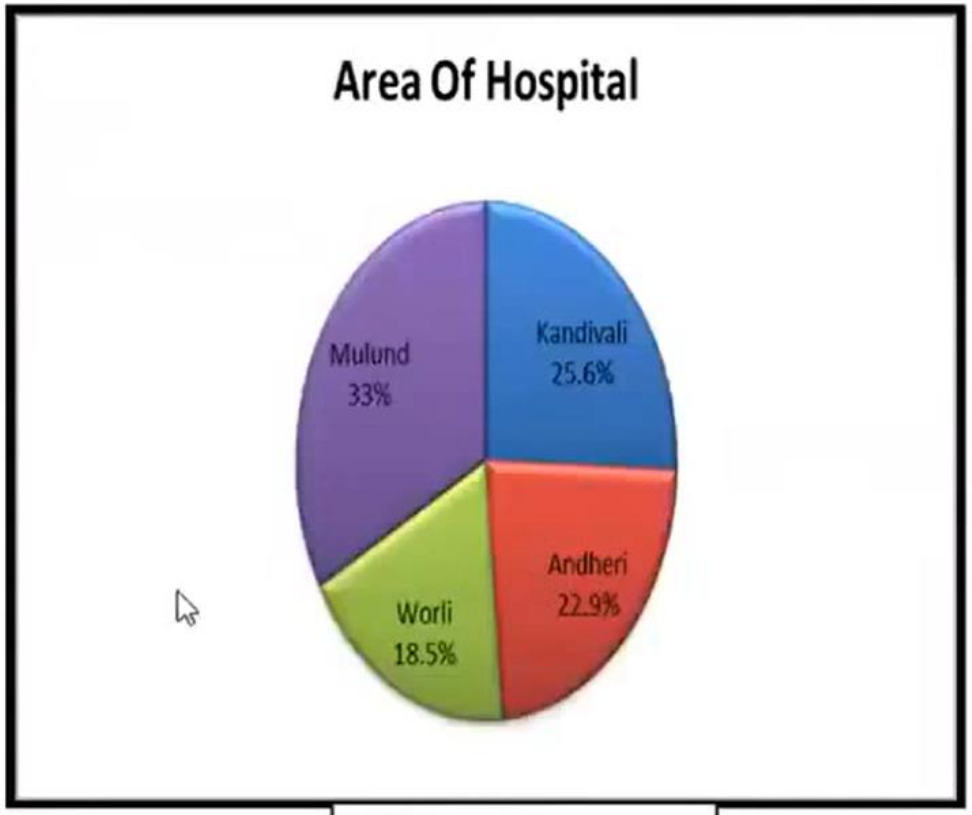
It **facilitates readers to draw conclusions easily and quickly**.

There are different types of graphical presentation which depends on the nature of data and the type of statistical results.

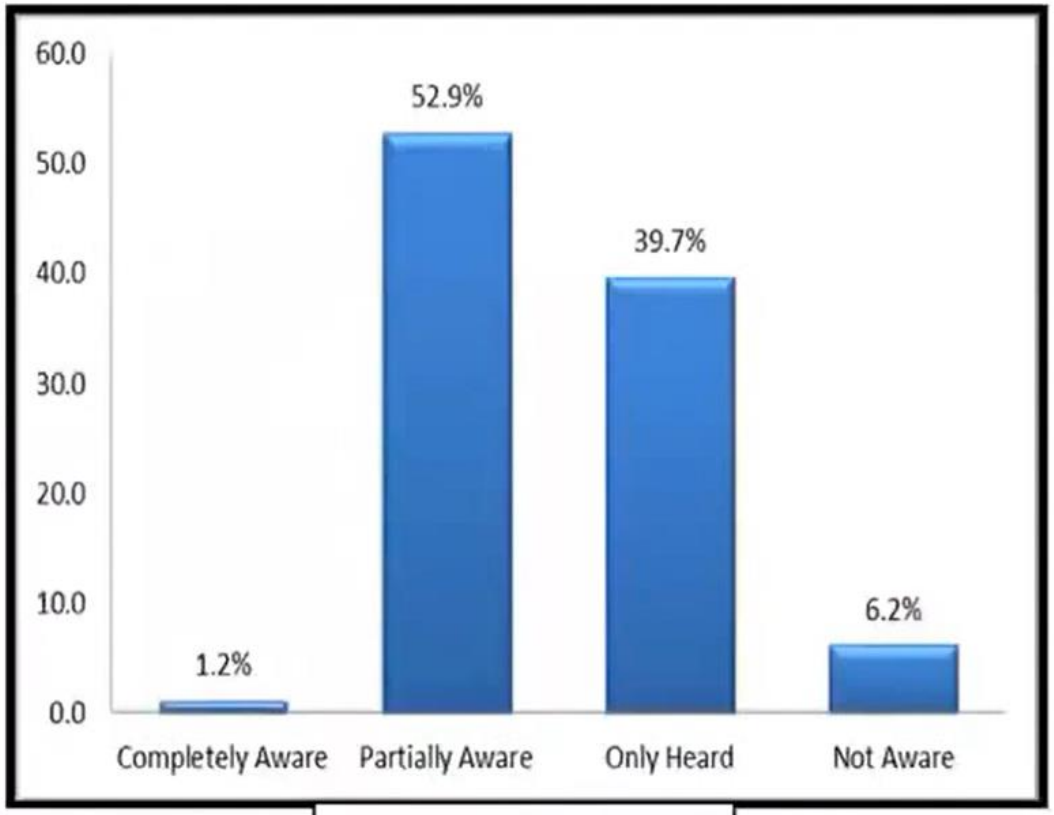


STAGES IN DATA PROCESSING

GRAPHIC PRESENTATION



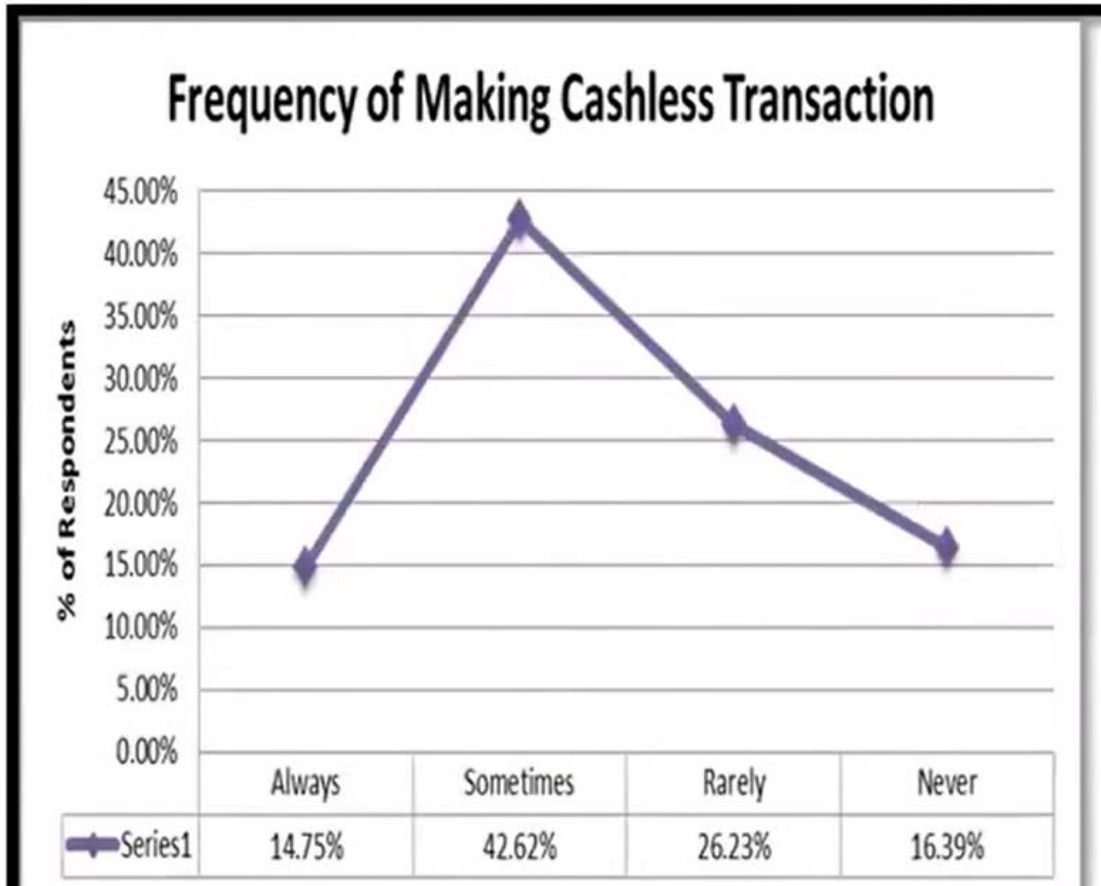
Pie Chart



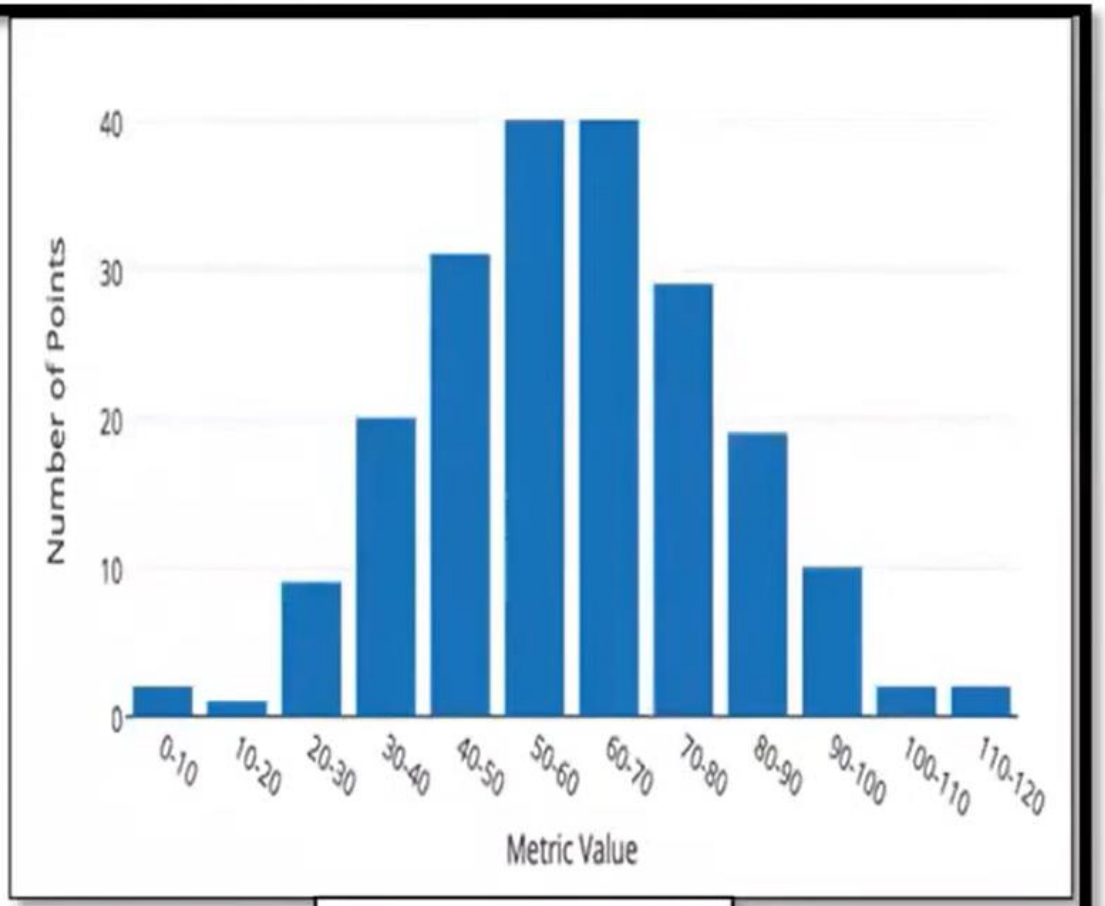
Bar Graphs

STAGES IN DATA PROCESSING

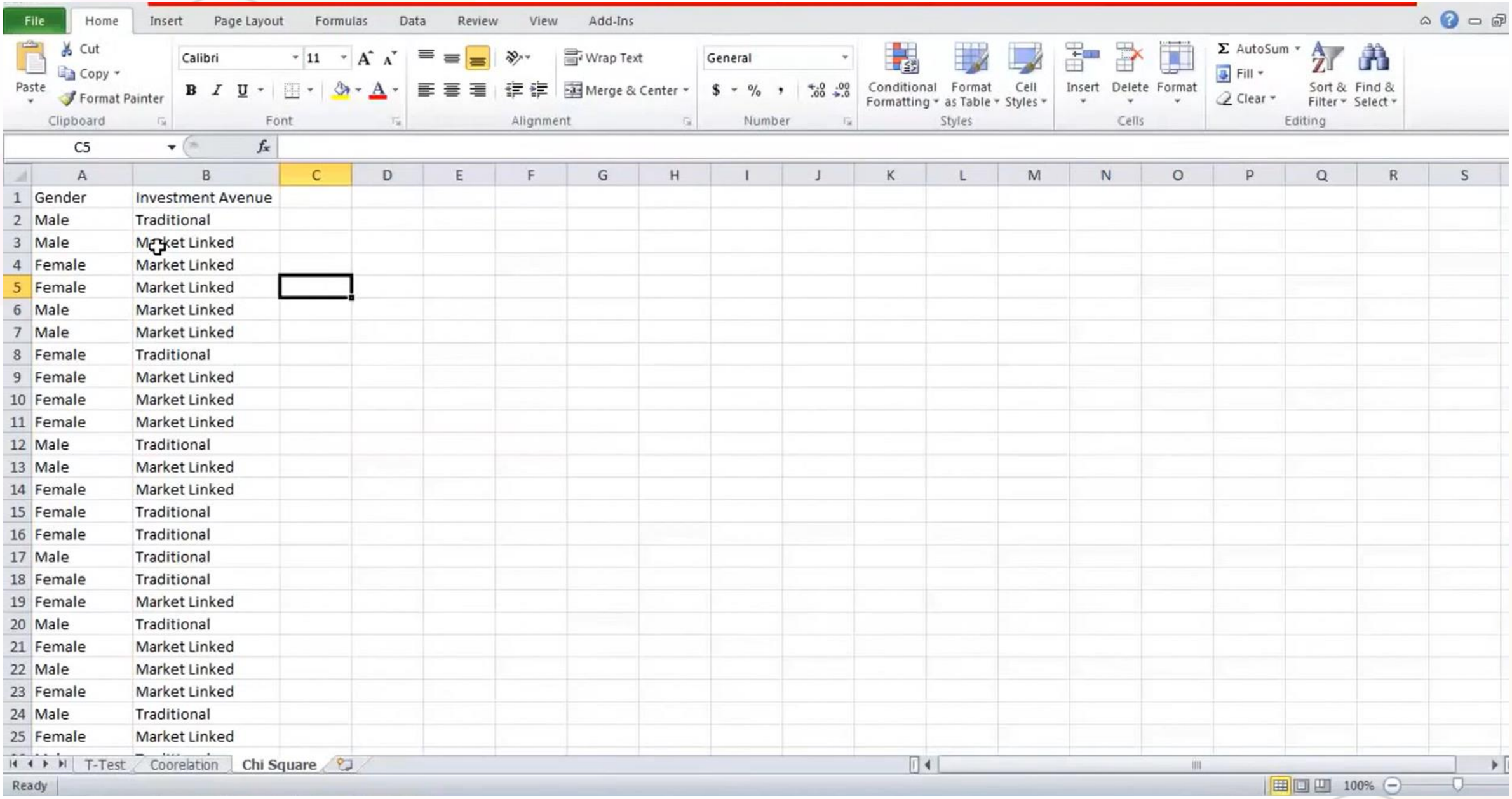
GRAPHIC PRESENTATION



Line Graphs



Histogram



	A	B
1	Gender	Investment Avenue
2	Male	Traditional
3	Male	Market Linked
4	Female	Market Linked
5	Female	Market Linked
6	Male	Market Linked
7	Male	Market Linked
8	Female	Traditional
9	Female	Market Linked
10	Female	Market Linked
11	Female	Market Linked
12	Male	Traditional
13	Male	Market Linked
14	Female	Market Linked
15	Female	Traditional
16	Female	Traditional
17	Male	Traditional
18	Female	Traditional
19	Female	Market Linked
20	Male	Traditional
21	Female	Market Linked
22	Male	Market Linked
23	Female	Market Linked
24	Male	Traditional
25	Female	Market Linked

Mastering Report Writing: A Comprehensive Guide

Step 1: Logical Analysis of the Subject-Matter

Chronological

Based on time sequence, suitable for historical or process-based reports.

Logical

Focuses on mental connections, grouping related ideas for a clear narrative flow.

Step 2: Preparing a Detailed Outline

Structure

Establishes the report's logical organization and serves as a blueprint for development.

Key Points

Highlights the central arguments and findings, ensuring focus and consistency.

Step 3: Crafting the Rough Draft

1 2 3 4

Methodology

Describes the research methods employed, ensuring transparency and reproducibility.

Findings

Presents the results of the research, including data analysis and interpretations.

Generalizations

Draws conclusions based on the findings, providing broader implications and insights.

Suggestions

Offers recommendations or actionable steps based on the research findings.

Step 4: Rewriting and Polishing

1 Logical Flow

Ensures smooth transitions between paragraphs and sections for coherence and readability.

2 Cohesion

Develops strong connections between sentences and ideas, creating a unified narrative.

3 Grammar and Clarity

Corrects grammatical errors, clarifies ambiguous language, and enhances overall readability.

Report Types: Technical vs. Popular

Technical Report

Primarily for professionals, emphasizing methods, assumptions, and detailed findings.

Popular Report

Aimed at a broader audience, focusing on findings, implications, and utilizing appealing layouts with charts, diagrams, and minimal technical details.

Footnoting and Referencing

Footnotes

Provide references, explanations, or acknowledgments.

Placement

At the bottom of the page, separated from the text.

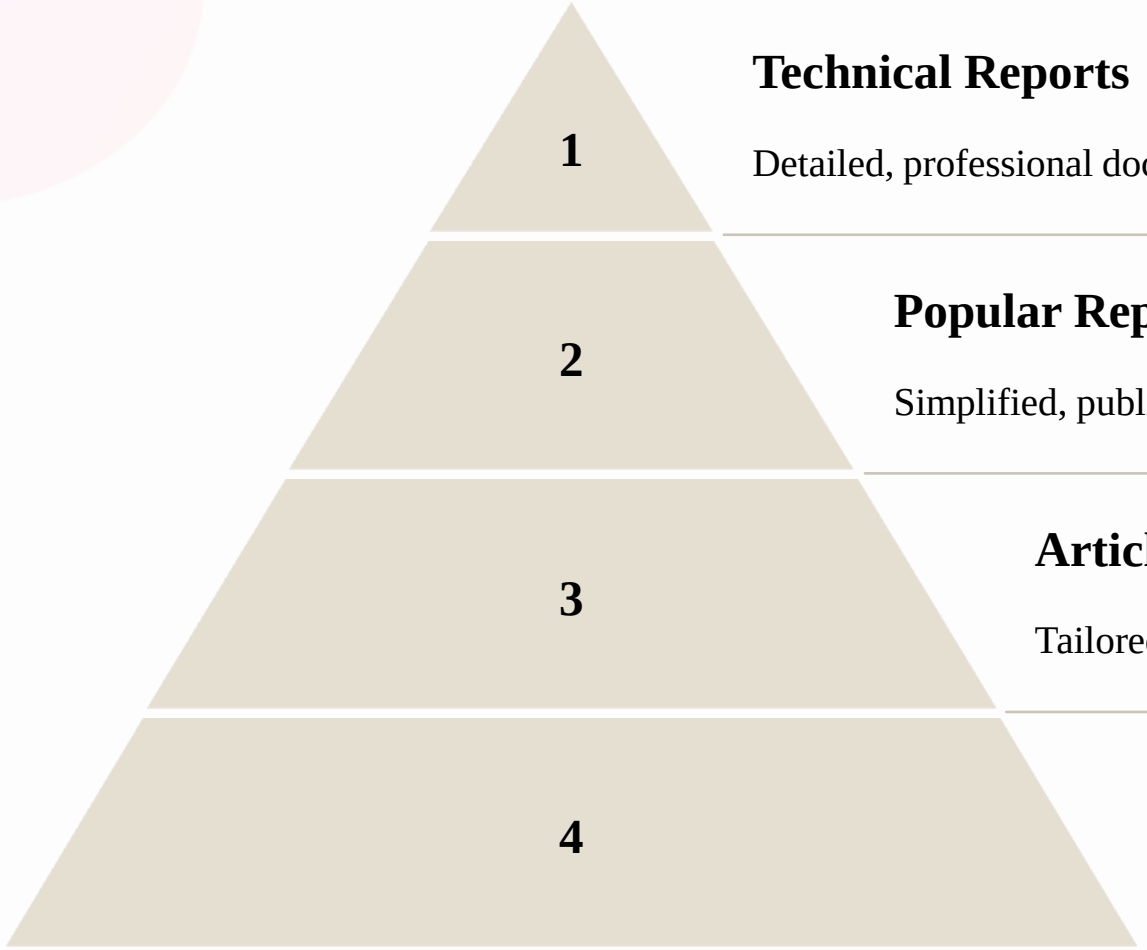
Numbering

Sequential per chapter.

Format

Author, title, publication details, and pages.

Disseminating Research Findings



Technical Reports

Detailed, professional documentation.

Popular Reports

Simplified, public-oriented versions.

Articles, Monographs

Tailored for specific audiences and purposes.

Oral Presentations

Supplement written reports for interactive discussions.

Bibliography vs. Reference List:

- **Bibliography:** Includes all consulted works, even if not directly cited in the text.
- **Reference List:** Includes only the sources cited within the report.

Preparation for Publication

•**Finalize Your Research Report**: Ensure that your findings are clear, well-documented, and supported by data.

•**Choose the Right Publication Format**: Options include journal articles, conference papers, books, or professional magazines.

•**Follow Journal Guidelines**: Adhere to the formatting, referencing style, and submission requirements of the targeted journal.

Steps in Publishing

1.Identify a Suitable Journal or Platform:

1. Select a journal that aligns with your research domain and has an appropriate readership.
2. Consider impact factor, indexing, and reputation.

2.Prepare a Manuscript:

1. Include essential components: Title, Abstract, Introduction, Methods, Results, Discussion, Conclusion, References.
2. Write clearly and concisely, using standard scientific or academic writing style.

3.Peer Review Process:

1. Submit your manuscript to the journal.
2. Address feedback from peer reviewers to improve the quality of your research.

4.Acceptance and Publication:

1. Once accepted, review proofs provided by the publisher for errors.
2. Ensure the final version adheres to the journal's style.

Open Access vs. Subscription-Based Journals

•**Open Access**: Makes research freely available to readers, often with publication fees for authors.

•**Subscription-Based**: Readers or institutions pay for access, typically with no costs to authors

Post-Publication Actions

•**Promote Your Work**:

- Share your publication on academic platforms like ResearchGate, LinkedIn, or Google Scholar.
- Present your findings at conferences or webinars.

•**Monitor Impact**:

- Track citations, downloads, and readership metrics to gauge the influence of your work.

Agencies Involved in Funding Social Research

Several agencies provide funding for social research, including governmental, non-governmental, and international organizations. These agencies aim to address societal issues, promote development, and inform policy-making.

1. Government Agencies

- **National Science Foundation (NSF)**: Funds social, behavioral, and economic research.
- **Social Science Research Council (SSRC)**: Supports interdisciplinary research on social challenges.
- **Council for Social Development (CSD)** (India): Focuses on social development and policy studies.

2. International Organizations

- **UNESCO**: Supports social science research through its Management of Social Transformations (MOST) Programme.
- **World Bank**: Funds research focusing on poverty reduction and economic development.
- **United Nations Development Programme (UNDP)**: Provides grants for sustainable development projects.

3. Private Foundations

- **Ford Foundation**: Supports social justice and inequality research.
- **Rockefeller Foundation**: Focuses on health, economic development, and education.
- **Bill & Melinda Gates Foundation**: Funds projects addressing global health and poverty.

4. Academic and Professional Bodies

- **American Sociological Association (ASA)**: Offers small research grants.
- **Economic and Social Research Council (ESRC)** (UK): Provides funding for research with societal relevance.

Preparation of a Research Project Proposal

A well-prepared research proposal is essential for securing funding. Below are the main components:

1. Title Page

- Title of the project.
- Name of the principal investigator (PI).
- Affiliated institution and contact details.

2. Executive Summary

- A concise overview of the project, highlighting objectives, methods, and expected outcomes.

3. Introduction

- **Context and Background**: Define the social issue and its significance.
- **Problem Statement**: Describe the problem the research will address.

Research Objectives: Clearly state the aims and objectives.

4. Literature Review

- Summarize existing research and identify gaps your study will fill.

5. Methodology

- **Research Design**: Specify qualitative, quantitative, or mixed methods.
- **Sampling**: Define the population and sampling technique.
- **Data Collection**: Describe tools like surveys, interviews, or focus groups.
- **Analysis**: Explain the methods for analyzing data.

6. Relevance to Society

- Demonstrate how the research aligns with societal needs.
- Highlight potential applications, policy implications, and benefits to communities.

7. Budget

- Provide a detailed breakdown of costs, such as:
  - Personnel (salaries, stipends).
  - Equipment and materials.
  - Travel and fieldwork expenses.
  - Administrative and overhead costs.
- Include a justification for each expense.

8. Timeline

- Present a project schedule using a Gantt chart or timeline.

9. Expected Outcomes

- Outline the deliverables and their contribution to knowledge or society.

10. References

- Cite all sources used in the proposal.

Align with the Agency's Goals: Tailor your proposal to the funding agency’s priorities.

Demonstrate Feasibility: Show you have the expertise, resources, and team to execute the project.

Address Ethical Concerns: Include plans for ethical approval and community engagement.

Be Clear and Concise: Write in a way that is easy to understand for reviewers outside your field.

Ethics in social research:

Scientific Objectivity and Ethical Neutrality:

- Research must rely on objective considerations and aim to make accurate and adequate statements. Ethical neutrality ensures that the researcher is not influenced by personal biases or external pressures

Appropriate Use of Methods:

- Selection of methods and techniques must align with the nature of the problem and available resources, emphasizing responsible and judicious use

Rigorous Standards for Research Design:

- Research design and data collection processes must ensure reliability and validity, avoiding misrepresentation of data, which is an ethical concern

Informed Consent and Participant Safety:

- While not explicitly stated in the retrieved content, ethical research in social work typically involves obtaining informed consent, protecting participant confidentiality, and ensuring that no harm comes to participants.